

Registration Guidelines

First Year Freshmen

- A tentative schedule will be prepared for you by the office of the registrar. A copy of your class schedule will be available through myCU. Under Student Essentials, click on "View Student Schedule."
- Before you may make schedule changes, your faculty advisor must complete the myCU process of approving you to make schedule changes. You must also complete the financial responsibility agreement process. To sign this agreement, click on "Sign Financial Terms and Conditions" in myCU.
- Verify that your schedule is accurate. Go to myCU to access Student Planning. Under Student Essentials, click on "Register for Classes (Students) – Student Planning."
- Plan to finalize all schedule changes before 5pm on Friday, January 14. After this time, schedule changes must be made through the Office of the Registrar using a paper drop/add form and securing faculty signatures. Additional fees may be applicable for schedule changes made after Friday, January 14.

Upperclassmen and Graduate Students

- Confirm your registration date and time through MyCU.
- Create your schedule plan in Student Planning
- Connect with your advisor to discuss your schedule and select course sections.
- Activate your schedule in Student Planning after your registration time opens.
- Verify that your schedule is accurate. Go to myCU to access Student Planning. Under Student Essentials, click on "Register for Classes (Students) – Student Planning."

*Online registration ends
for all students on
Friday, January 14 at 5:00 pm*

Registration Steps

Financial Responsibility Agreement

- All students must complete the financial responsibility agreement process before they are eligible to register for Spring Semester 2022
- Click on "Sign Financial Terms and Conditions" in the Student Essentials Section of myCU

Where do I find course information for Spring Semester?

- Search for "View Undergraduate Course Schedules" in myCU.
- Follow the links provided to the Spring Semester course schedule

How do I register for regular classes?

- All undergraduate and graduate students use the **Student Planning** program to register for traditional classes that are available
- A brief tutorial for using Student Planning is provided through the link to the course schedule. *Click on How to Plan and Register for Courses.*

How do I access Student Planning?

- Click on "**Register for Classes (Students)-Student Planning**" from myCU.

How do I register for online courses?

- Click on "Spring 2022 Registration for Online Courses" on the "Course Schedules" webpage and complete online request form.

See the registrar's website to obtain a form to register for:

- Classes that are filled
- Classes with overlapping meeting times
- Classes that require instructor approval
- Course overloads
- Non-traditional course(s)

Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2021 courses are not included.

| Hours Completed | Classification | Registration Period |
|------------------|--|----------------------|
| | Advanced/Priority | October 18-19 |
| 91+ hrs | Seniors | October 20-21 |
| 61-90 hrs | Juniors | October 25-26 |
| 31-60 hrs | Sophomores and 2nd Yr. Freshmen | October 27-29 |
| 1-30 hrs | First Yr. Freshmen | November 9-11 |

Online registration will close on Monday, November 1 at 8:00 a.m. so freshman schedules can be prepared. No registration changes will be made while the freshman scheduling process is being completed. Online registration will re-open on Tuesday, November 9.

SPRING SEMESTER 2022 (Continued)

Financial Information

You may view your student account balance and current invoice on CedarInfo under Financial Transactions.

Your first payment is due on January 5, 2022. Accounts paid after this time are considered late and are subject to a \$25 late payment penalty

Payment Methods:

- Check: Make your check payable to Cedarville University. Please write your ID# on your check.
- Credit Card: Most major credit cards are accepted with a 2.5% fee.
- Electronic Payment: Go to myCU.cedarville.edu. Search for View Student Account/Pay Bill.

Deferred/Monthly Payment* Due Dates:

January 5, *February 1, *March 1, *April 1

*plus simple interest @ 5% annual

Cashier's Office - Stevens Student Center 130

Final Exam Schedule

Final exams for Spring Semester 2022 will be held in the regular classrooms where the classes meet during the semester. Classes which meet at times other than listed below will have their exams on Friday, 1:00-3:00 p.m. or another time designated by the instructor.

| Class Time | Exam Date | Exam Time |
|----------------------|------------------|--------------------|
| MWF, M-R, M-F | | |
| 8:00 a.m. | Friday, May 6 | 8:00 - 10:00 a.m. |
| 9:00 a.m. | Wednesday, May 4 | 8:00 - 10:00 a.m. |
| 11:00 a.m. | Friday, May 6 | 10:30 - 12:30 a.m. |
| 12:00 p.m. | Wednesday, May 4 | 10:30 - 12:30 a.m. |
| 1:00 p.m. | Wednesday, May 4 | 1:00 - 3:00 p.m. |
| 2:00 p.m. | Tuesday, May 3 | 1:00 - 3:00 p.m. |
| 3:00 p.m. | Wednesday, May 4 | 3:30 - 5:30 p.m. |
| 4:00 p.m. | Friday, May 6 | 3:30 - 5:30 p.m. |
| TR | | |
| 8:00 or 8:30 a.m. | Thursday, May 5 | 8:00 - 10:00 a.m. |
| 9:00 a.m. | Tuesday, May 3 | 8:00 - 10:00 a.m. |
| 11:00 a.m. | Tuesday, May 3 | 10:30 - 12:30 a.m. |
| 12:00 or 12:30 p.m. | Thursday, May 5 | 10:30 - 12:30 a.m. |
| 1:00 p.m. | Thursday, May 5 | 1:00 - 3:00 p.m. |
| 2:00 p.m. | Tuesday, May 3 | 3:30 - 5:30 p.m. |
| 3:00 or 3:30 p.m. | Thursday, May 5 | 3:30 - 5:30 p.m. |

Drop/Add and Refund Schedule

No tuition refund is applicable for undergraduate students who remain within the block of 12-17 credits; for other students who qualify, tuition refunds for 16 week courses will be credited according to the following schedule.

| Dates | Transcript Will Show | Refund (Outside of Block) |
|---------------|----------------------|---------------------------|
| January 11-14 | No Record | 100% |
| January 17-21 | No Record | 75% |

A \$50.00 late registration fee will be charged to add a class after January 21

| Dates | Transcript Will Show | Refund |
|-----------------------|----------------------|--------|
| January 24 - March 18 | W | 0% |
| March 21 - April 1 | WP/WF | 0% |
| April 4 - May 6 | No drops permitted | |

Last day to register online: January 14

Last day to drop a class: April 1

Adjusted drop/add & refund dates are applicable for courses that are less than 16 weeks.

Please review the drop/add schedule at

<http://www.cedarville.edu/Offices/Registrar/Undergraduate/Drop-Add-Spring.aspx>

Your financial aid is reflected on your current invoice. If you have any questions, please stop by the Financial Aid Office in Stevens Student Center 190, or contact the office via email.